



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

TO: Non-Public High School Administrators

FROM: Jeremy M. Hughes, Ph.D. *JMH*  
Deputy Superintendent/Chief Academic Officer

DATE: April 4, 2006

**SUBJ: Non-Public School Participation in Michigan Merit Exam  
(MME) – Beginning Spring 2007**

The purpose of this memorandum is to inform the Michigan non-public school sector of the Michigan Department of Education's upcoming video conference kickoff for the 2007 Michigan Merit Examination (MME) administration and to determine the interest of non-public schools in participating in the MME. Please review this information carefully and respond to the attached survey.

The Department will be replacing the Michigan Educational Assessment Program with the MME which will include the following components: Administration of the ACT Plus Writing, ACT's WorkKeys (Reading for Information and Applied Math), and Michigan-developed assessments in the areas of mathematics, science and social studies. These assessments will be administered to 11<sup>th</sup> grade students in schools, during school days beginning next March.

The benefits of participation include:

- State-funded testing – There will be no cost to your students (or schools for materials and scoring)
- College reportable test scores from the ACT Plus Writing that can be used for admission at colleges and universities throughout the country.
- WorkKeys scores which provide students with reliable, relevant information about their workplace skill levels.
- Standard ACT and WorkKeys Reports – Individual and school reports.
- Schools will also obtain information on how well students are able to perform in relation to the state content standards in reading, writing, total English language arts, mathematics, science and social studies.
- Students may qualify for MERIT awards (financial aid) partially based on participation and qualifying MME scores.

Additional details can be found on the attachment.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

On April 27, 2006 the Michigan Department of Education will kickoff the 2007 MME with a video conference from Wayne RESA. The video conference is scheduled from 3:00 – 4:30pm that day. School personnel will be able to view this video at selected ISDs or RESAs throughout the state or watch it on their computers via web streaming. Additional information will be sent to you about this upcoming event.

You will also find attached a short “interest” survey. It would be most helpful to receive your school’s response by May 1, 2006. If you have any questions you may contact Ed Roeber, Mike Radke or Jim Griffiths at 877-560-8378 or by emailing them at [mme@michigan.gov](mailto:mme@michigan.gov).

Attachments

High School  
Michigan Merit Examination  
Additional Details

2006-2007 Michigan Merit Examination (MME) Testing Dates

Operational Assessments

- March 13, 2007: ACT plus Writing
- March 14, 2007: WorkKeys Reading for Information and Applied Mathematics
- March 15 to 21, 2007: Michigan Developed Mathematics, Science and Social Studies

Makeup Assessments

- March 27, 2007: ACT plus Writing
- March 28, 2007: WorkKeys Reading for Information and Applied Mathematics
- March 29 to April 4, 2007: Michigan Developed Mathematics, Science and Social Studies

School Personnel Requirements

- Administrative roles: Assessment Coordinator, Backup Assessment Coordinator and Accommodations Coordinator
- Testing roles: Test administrator in each room plus one proctor for each additional 25 students over the first 25 in each room

Costs:

- The state will pay the cost of the assessment, scoring and reporting for two administrations per student
- Schools are responsible for local personnel costs and facilities associated with administration of the MME

Assessment Reports Provided

- College reportable ACT scores and WorkKeys scores (assuming appropriate accommodations) provided to each student.
- MME scores for reading, writing, total English language arts, mathematics science and social studies provided to each student.
- Schools receive standard ACT and WorkKeys reports, summary reports and other helpful curriculum guidance.
- Schools receive MME reports and summary reports for reading, writing, total English language arts, mathematics, science and social studies.

Schools are encouraged to cooperate in the administration of MME. For example, two (or more) schools could administer the MME together in one location.

For more information, contact Ed Roeber, Mike Radke or Jim Griffiths at 877-560-8378 or by emailing them at [mme@michigan.gov](mailto:mme@michigan.gov).

Michigan Merit Examination  
Survey of Non-Public (Private) High Schools

Please indicate your current level of interest in participating in the high school Michigan Merit Examination (MME) in the spring of 2007 below:

- \_\_\_ My high school is **definitely interested** in administering the Michigan Merit Examination in Spring of 2007
- \_\_\_ My high school **may be interested** in administering the Michigan Merit Examination in Spring of 2007 – Keep us on the mailing list for further information.
- \_\_\_ My high school is **definitely NOT** interested in administering the Michigan Merit Examination in Spring of 2007 – REMOVE US FROM THE MAILING LIST FOR FURTHER INFORMATION.

School Name: \_\_\_\_\_

Michigan School Code Master building number: \_\_\_\_\_

School Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MME Contact Name: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Principal Name (if different from contact name):  
\_\_\_\_\_

Principal email address: \_\_\_\_\_

Principal mailing address: \_\_\_\_\_  
\_\_\_\_\_

Fax to Jim Griffiths  
Office of Educational Assessment and Accountability  
Michigan Department of Education  
Fax Number: 517-335-1186  
Phone number 877-560-8378

PLEASE RETURN THIS SURVEY NO LATER THAN May 1, 2006